Preparing Tomorrow’s Workforce Through Partnership with Business/Industry

ADVISORY COMMITTEE HANDBOOK

PARALEGAL STUDIES PROGRAM

1480 Nashville Pike
Gallatin, TN 37066
www.volstate.edu
615.230.3330
# TABLE OF CONTENTS

President’s Welcome ........................................................................................................ 3

Vision for Career/Technical Education (CTE) Advisory Committees………….. 4

Overview of CTE Advisory Committees................................................................. 4

CTE Advisory Committee Structure and General Guidelines ......................... 5

Section 1:
Paralegal Studies Program.......................................................................................... 6

  Program Description
  Program Approval
  Internship/Cooperative Education Sites
  Curriculum
  Recommended Course Sequences
  Course Descriptions

Section 2:
Paralegal Studies Advisory Committee ................................................................. 18

  Duties of the Committee and Its Members
  General Paralegal Studies Committee Information
  Special Projects and Areas of Emphasis for 2013-2014

Section 3:
General College Information.................................................................................... 23

  History
  Statement of Mission
  Service Area Map

Section 4:
Exhibits..................................................................................................................... 25

  Program Faculty
  Committee Membership Listing
President’s Welcome

Thank you for your interest in participating on our Advisory Committee. Our faculty and staff rely on seasoned input from a range of community professionals to ensure that Volunteer State Community College has the latest information on which to base our program decisions.

We depend on our advisory committee members to share with the College the latest trends in the area’s workforce. Advisory committee members are also active participants in preparing our students for internships, service experiences and other pre-employment activities. Finally, and perhaps most importantly, advisory committee members help share with the community the compelling story of our high quality career/technical education programs.

This handbook was developed based on faculty, staff, and advisory committee input. The purpose of the handbook is to align the advisory committee process with our College vision. Your active participation will help us achieve that goal.

On behalf of the faculty, staff, and students of Volunteer State Community College, we thank you for your interest and involvement in this very important endeavor.

Jerry L. Faulkner, Ph.D.
President
Vision for Career/Technical Education (CTE) Advisory Committees

- assist in positioning the College as a leader in regional education, workforce training, and economic development programming
- assist the College in developing mission-consistent educational and training solutions for area businesses and industries
- assist the College in effectively responding to community input regarding the determination of educational programs and curriculum
- assist the College in meeting the standards and expectations of the Tennessee Higher Education Commission (THEC), the Tennessee Board of Regents (TBR), the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), and the respective program-specific accrediting, certifying, and approval agencies

Overview of CTE Advisory Committees

The career/technical advisory committees’ primary purpose is to advise and serve as the link between the College and the area’s business and industry community. Volunteer State’s career/technical programs are designed to prepare completers for entry-level positions in a variety of fields in the workforce, as well as preparing individuals currently in the workforce seeking career-advancement and/or enhancement training.

The advisory committees are groups of business and industry experts selected by the College to serve in an advisory capacity to the College’s career/technical programs. Properly functioning advisory committees help the College administration, faculty and staff members in ensuring that programs reflect the changing needs and interests of areas citizens, the business and industrial workforce, and the communities they represent. The committees shall be advisory only, having no administrative authority, and is not created to take away any of the rights and/or privileges of the College administration and program staff members.

The administration of Volunteer State Community College actively supports the important role of advisory committees. The College values the consultative nature of advisory committees and recognizes the significance of the advice, insight and feedback to faculty, administration and staff regarding the alignment of college programs with the area’s workforce needs. Advisory committees are called upon to be active participants in the program evaluation and effectiveness processes and curriculum review. Committee members also play a major role in assisting the program staff in the identification and development of clinical and internship training
sites, and provide a vital service to the College by identifying and soliciting external sources of funding and support for the development of new programs and expansion and enhancement of existing programs.

**CTE Committee Structure and General Guidelines**

Committee membership represents a broad range of community leaders from legal, business, industry, government, and service agencies. The number of committee members varies with the specific program; however, every attempt is made to select a representative cross section for each program area. Many committees have a lay Chairperson who is elected by the committee members or appointed by the College. In addition to the appointed members of an advisory committee, the Division Dean and faculty responsible for the program, as well as the Vice President for Academic Affairs, attend committee meetings. On most committees, student representatives also serve as members.

Members are typically appointed for one to three years and may be re-appointed for additional terms. Service is, of course, voluntary on the part of appointed committee members.

The Paralegal Studies Advisory Committee shall meet at least twice a year as required by the ABA. Special meetings may be called by the program staff or chairperson.

The majority of the duties and responsibilities of committee members are consistent from one committee to another. In some cases, however; external factors, such as variations in the levels of emphasis of a particular accreditation standard by an agency, may impact the actual duties and responsibilities of the members of that committee. A detailed listing of the primary duties and responsibilities related to the committee to which you have been appointed are outlined in Section 2 of this handbook.
Section 1. Paralegal Studies Program

Program Description

The Paralegal Studies Program at Volunteer State is designed to educate students to assist attorneys in support of their practice of law, typically as a paralegal or legal assistant. The American Bar Association defines a legal assistant or a paralegal as “a person qualified by education, training, or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency, or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.”

The program offers two degree tracks: (1) the Associate of Applied Science degree (A.A.S.), designed to prepare students for immediate entry or career growth in the paralegal field and (2) the Associate of Science degree (A.S.), designed for those students wishing to transfer to a four year institution after completion of their course work at Volunteer State. The program offers day, night and weekend classes, and full time and part time students are enrolled. A full time student may complete the program in a two-year period.

The new technical certificate option was added in 2011 for students who already possess a bachelor’s degree granted from a college or university that holds Regional Accreditation from a Council for Higher Education Accreditation (CHEA) approved Commission. These students, who already have significant general education credits, take 21 paralegal credits to get training in the paralegal studies field to prepare for new careers or promotions.

The skills emphasized in the program include: legal research and writing, document preparation and review, and analysis of basic substantive and procedural laws. Because the program requires excellent communication skills, students are trained in interviewing and investigating techniques. The law prohibits paralegals from providing legal services directly to the public except as permitted by statute; however, paralegals are valuable members of the legal community.
**Program Approval**

The Paralegal Studies Program at Volunteer State Community College has been approved by the American Bar Association. Volunteer State is an institution of higher education that is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the Associate Degree and is governed by the Tennessee Board of Regents. In addition, Volunteer State is a member of the American Association for Paralegal Education.

ABA Effective Dates: August 2020

**Program Administration**

Amy Smith, JD  
615-230-3786  
amy.smith@volstate.edu

Holly Harvey  
Social Sciences & Education Division Secretary  
615-452-8600 ext 3253 or 615-230-3253  
FAX: 615-230-3252  
holly.harvey@volstate.edu
Recent Internship/Cooperative Education Sites

Tennessee Bureau of Investigation

Tennessee Department of Health

Tennessee Department of Child Services

Tennessee Department of Corrections

Bone, McAllester, Norton PLLC

Marlowe Law PLLC

McDougal Law Firm

Phillips & Ingram

The Kelly Firm

William D. Hooper, Attorney at Law
Curriculum

Associate of Applied Science (A.A.S.) in Paralegal Studies

General Education Requirements - Credits (18-19)

Humanities and/or Fine Arts Credits: (3)
Mathematics (MATH 1010 or higher) Credits: (3-4) OR Natural Sciences Credits: (3-4)
Social/Behavioral Sciences Credits (3)
ENGL 1010 - ♦English Composition I Credits: (3)
ENGL 1020 - ♦English Composition II Credits: (3)
SPCH 103 - ♦Public Speaking Credits: (3)
OR SPCH 1010 - ♦Fundamentals of Speech Communication Credits: (3)

Major Core Course Requirements - Credits (15)

LEGL 1300 - ♦Intro to Paralegal Studies & Ethics Credits: (3)
LEGL 1320 - ♦Legal Research Credits: (3)
LEGL 1330 - ♦Legal Writing Credits: (3)
LEGL 1350 - ♦Torts Credits: (3)
LEGL 2380 - ♦Civil Litigation Skills I Credits: (3)

Electives - Credits (27)

Choose nine courses from the following:

BUSN 1305 - ♦Introduction to Business Credits: (3)
BUSN 2370 - ♦Legal Environment of Business Credits: (3)
INFS 1010 - Computer Applications Credits: (3)
LEGL 1301 - ♦Legal Ethics and Professionalism Credits: (3)
LEGL 1315 - ♦Technology in the Law Office Credits: (3)
LEGL 1340 - ♦Family Law Credits: (3)
LEGL 1345 - ♦Elder Law Credits: (3)
LEGL 1353 - ♦Juvenile Law Credits: (3)
LEGL 1360 - ♦Criminal Law Credits: (3)
LEGL 1370 - ♦Trusts and Estates Credits: (3)
LEGL 2300 - ♦Special Topics in Paralegal Studies Credits: (3)
LEGL 2322 - ♦Administrative Law Credits: (3)
LEGL 2330 - ♦Contract Law Credits: (3)
LEGL 2340 - ♦Property Law Credits: (3)
LEGL 2350 - ♦Bankruptcy and Creditor Rights Credits: (3)
LEGL 2360 - ♦Legal Evidence Credits: (3)
LEGL 2365 - ♦Intellectual Property Credits: (3)
LEGL 2385 - ♦Civil Litigation Skills II Credits: (3)
LEGL 2390 - ♦Legal Internship Credits: (3)
POLS 1030 - ♦American Government Credits: (3)

Total Degree Requirements - Credits (60-61)
Associate of Science (A.S.) with Paralegal Studies Concentration

General Education Requirements - Credits (41)

History Credits: (6)
Humanities and/or Fine Arts (Must include at least one Literature Course) Credits: (9)
Natural Sciences Credits: (8)
Social/Behavioral Sciences Credits: (6)
ENGL 1010 - ♦English Composition I Credits: (3)
ENGL 1020 - ♦English Composition II Credits: (3)
MATH 1010 - ♦Math for Liberal Arts Credits: (3) or higher
SPCH 103 - ♦Public Speaking Credits: (3)
OR SPCH 1010 - ♦Fundamentals of Speech Communication Credits: (3)

Area of Emphasis Requirements - Credits (19)

University Parallel Elective Credits: (1)
LEGL 1300 - *Intro to Paralegal Studies & Ethics Credits: (3)
LEGL 1320 - *Legal Research Credits: (3)
LEGL 1330 - *Legal Writing Credits: (3)
LEGL 2360 - *Legal Evidence Credits: (3)
LEGL 2380 - *Civil Litigation Skills I Credits: (3)
LEGL 2385 - *Civil Litigation Skills II Credits: (3)

Total Degree Requirements - Credits (60)
Paralegal Studies Technical Certificate

LEGL 1300 - *Intro to Paralegal Studies & Ethics Credits: (3)
LEGL 1301 - *Legal Ethics and Professionalism Credits: (3)
LEGL 1320 - *Legal Research Credits: (3)
LEGL 1330 - *Legal Writing Credits: (3)
LEGL 2360 - *Legal Evidence Credits: (3)
LEGL 2380 - *Civil Litigation Skills I Credits: (3)
LEGL 2385 - *Civil Litigation Skills II Credits: (3)

Total Certificate Requirements - Credits (21)
**Recommended Course Sequences**  
Associate of Applied Science (A.A.S.) Degree

**Recommended Schedule**

This is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan. DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through My Volstate.

First Year - Fall Semester - Credits (15)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>♦English Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 1300</td>
<td>*Intro to Paralegal Studies &amp; Ethics</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 2380</td>
<td>*Civil Litigation Skills I</td>
<td>(3)</td>
</tr>
</tbody>
</table>

First Year - Spring Semester - Credits (15-16)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>♦English Composition II</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 1320</td>
<td>*Legal Research</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Second Year - Fall Semester - Credits (15)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1020</td>
<td>♦English Composition II</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 1330</td>
<td>*Legal Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 1350</td>
<td>*Torts</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Second Year - Spring Semester - Credits (15)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>(Choose from list above)</td>
<td>(3)</td>
</tr>
<tr>
<td>Elective</td>
<td>(Choose from list above)</td>
<td>(3)</td>
</tr>
<tr>
<td>Elective</td>
<td>(Choose from list above)</td>
<td>(3)</td>
</tr>
<tr>
<td>Elective</td>
<td>(Choose from list above)</td>
<td>(3)</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1010</td>
<td>♦Fundamentals of Speech Communication</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Humanities and/or Fine Arts** (See General Education Requirements in Catalog) Credits: (3)
**Social/Behavioral Sciences** (See General Education Requirements in Catalog) Credits (3)

ENGL 1010 - ♦English Composition I Credits: (3)
LEGL 1300 - *Intro to Paralegal Studies & Ethics Credits: (3)
LEGL 2380 - *Civil Litigation Skills I Credits: (3)
Associate of Science (A.S.) Degree
Recommended Schedule

This is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan. DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through My Volstate.

First Year - Fall Semester (15)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(3)</td>
</tr>
<tr>
<td>Humanities</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(3)</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>♦English Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 1300</td>
<td>*Intro to Paralegal Studies &amp; Ethics</td>
<td>(3)</td>
</tr>
</tbody>
</table>

First Year - Spring Semester (15)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(3)</td>
</tr>
<tr>
<td>Humanities</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(3)</td>
</tr>
<tr>
<td>Social/Behavioral Sciences</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(3)</td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>♦English Composition II</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 2360</td>
<td>*Legal Evidence</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Second Year - Fall Semester (14)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>(Literature - See General Education Requirements in Catalog)</td>
<td>(3)</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(4)</td>
</tr>
<tr>
<td>University Parallel Elective</td>
<td>(Any non-asterisk course)</td>
<td>(1)</td>
</tr>
<tr>
<td>LEGL 1320</td>
<td>*Legal Research</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 2380</td>
<td>*Civil Litigation Skills I</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Second Year - Spring Semester (16)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences</td>
<td>(See General Education Requirements in Catalog)</td>
<td>(4)</td>
</tr>
<tr>
<td>LEGL 1330</td>
<td>*Legal Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 2385</td>
<td>*Civil Litigation Skills II</td>
<td>(3)</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>♦Math for Liberal Arts</td>
<td>(3) or higher</td>
</tr>
<tr>
<td>SPCH 103</td>
<td>♦Public Speaking</td>
<td>(3)</td>
</tr>
<tr>
<td>OR SPCH 1010</td>
<td>♦Fundamentals of Speech Communication</td>
<td>(3)</td>
</tr>
</tbody>
</table>
Technical Certificate  
Recommended Schedule  

This is a recommended schedule. Learning Support, pre-requisites and other academic factors may impact this schedule. See your advisor to create a degree plan. DegreeWorks, along with the correct catalog, should be utilized by students for all of their educational planning. Students can monitor their progress toward a degree or certificate and view missing requirements with the DegreeWorks audit, which is accessible through My Volstate.

First Year - Fall Semester - Credits (12)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL 1300</td>
<td>*Intro to Paralegal Studies &amp; Ethics</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 1301</td>
<td>*Legal Ethics and Professionalism</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 1320</td>
<td>*Legal Research</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 2380</td>
<td>*Civil Litigation Skills I</td>
<td>(3)</td>
</tr>
</tbody>
</table>

First Year - Spring Semester - Credits (9)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEGL 1330</td>
<td>*Legal Writing</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 2360</td>
<td>*Legal Evidence</td>
<td>(3)</td>
</tr>
<tr>
<td>LEGL 2385</td>
<td>*Civil Litigation Skills II</td>
<td>(3)</td>
</tr>
</tbody>
</table>
Course Descriptions (as of Fall 2016)

LEGL 1300 - *Intro to Paralegal Studies & Ethics
This course is an introduction to the work performed by paralegals, regulation of the profession, legal and paralegal ethics, structure of the court systems and survey of substantive areas of law.
PREREQUISITES: An acceptable placement score or completion of all Learning Support Competencies in Reading and Writing.
Credits: (3)

LEGL 1301 - *Legal Ethics and Professionalism
Students will study the Tennessee Rules of Professional Conduct, the unauthorized practice of law, confidentiality, and the various roles a paralegal plays in a law office.
Credits: (3)

LEGL 1315 - *Technology in the Law Office
This course is an introduction to computer hardware and software applications commonly used in the law office. (This course was previously LAW 135)
PREREQUISITES: INFS 1010 or permission of program coordinator.
Credits: (3)

LEGL 1320 - *Legal Research
This course is an introduction to the principles of legal research including traditional and online resources. (This course was previously LAW 105 Legal Research)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 1330 - *Legal Writing
This course is an introduction to the skills necessary to create written documents used in the legal workplace. (This course was previously LAW 106)
PREREQUISITES: ENGL 1010 and LEGL 1300 (or permission of program coordinator)
PRE or CO-REQUISITE: LEGL 1320
Credits: (3)

LEGL 1340 - *Family Law
This course is an introduction to the substantive and procedural laws in family law with emphasis on paralegal tasks. (This course was previously LAW 200).
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 1345 - *Elder Law
This course is a study of the issues involving representation of the elderly and their families with an emphasis of the role of the paralegal. Topics will include wills, conservatorships, guardianships, and elder abuse.
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)
LEGL 1350 - *Torts
This course is an introduction to state and federal law applicable to civil injury and property damage. (This course was previously LAW 104 Torts)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 1353 - *Juvenile Law
This course focuses on the impact of the law on minors as victims as well as law-breakers, and the contemporary juvenile justice system and its three major components of law enforcement, the juvenile court system, and corrections.
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 1360 - *Criminal Law
This course is concerned with the survey of state and federal law of crimes and criminal procedure as well as the role of the paralegal in criminal cases. (This course was previously LAW 107)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 1370 - *Trusts and Estates
This course is an introduction to estate planning and administration and the paralegal’s role in the probate area. (This course was previously LAW 231)
Semester Availability: FALL ONLY - Semester Availability is subject to change. See your advisor.
Course may be offered through TN eCampus.
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 2300 - *Special Topics in Paralegal Studies
This course is the study and discussion of a selected topic in law. Content will vary. The course may be repeated with program director’s consent. (This course was previously LAW 276T)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 2322 - *Administrative Law
This course is a study of the issues involving proceedings by administrative agencies with an emphasis on the role of the paralegal. Topics will include administrative agencies, administrative procedure, and appeals from administrative decisions. (This course was previously LAW 250)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 2330 - *Contract Law
This course is an introduction to the substantive area of contract law and the Uniform Commercial Code, with emphasis on drafting and analyzing different types of documents related to contracts. (This course was previously LAW 220)
Semester Availability: SPRING ONLY - Semester Availability is subject to change. See your advisor.
Course may be offered through TN eCampus.
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 2340 - *Property Law
This course is a study of real estate law including estates in land, concurrent ownership, and transactions involving the sale and lease of real property. Emphasis will be placed on information gathering, title search, and preparation of documents used in basic real estate transactions, file management, and real estate closings. (This course was previously LAW 245)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 2350 - *Bankruptcy and Creditor Rights
This course is an introduction to bankruptcy procedures with emphasis on paralegal tasks. (This course was previously LAW 261)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 2360 - *Legal Evidence
This course provides an overview of the rules of evidence. The course material includes the general rules governing admissibility of evidence, the use of documentary and opinion evidence, evidentiary privileges, direct and circumstantial evidence, admissions, and the “hearsay rule” and its exceptions.
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)

LEGL 2365 - *Intellectual Property
Intellectual Property covers patent, trademark, signature mark, copyright, trade secret and licensing. (This course was previously LAW 260)
Semester Availability: SUMMER ONLY - Semester Availability is subject to change. See your advisor.
Course may be offered through TN eCampus.
PREREQUISITES: ENGL 1010 and LEGL 1300, or permission of program coordinator.
Credits: (3)

LEGL 2380 - *Civil Litigation Skills I
This course is an introduction to civil litigation and practices in federal and state courts and practical law office skills. (This course was previously LAW 210)
PREREQUISITES: ENGL 1010 and LEGL 1300, (or permission of program coordinator)
Credits: (3)
LEGL 2385 - *Civil Litigation Skills II
This is a project-oriented course designed for students to draft pleadings and legal documents in conformity with state and federal rules of procedure as well as local, state and federal court rules. (This course was previously LAW 211)
PREREQUISITES: ENGL 1010 and LEGL 1300 (or permission of program coordinator)
PRE or CO-REQUISITE: LEGL 2380
Credits: (3)

LEGL 2390 - *Legal Internship
This course will provide supervised practical experience in a legal environment in which the student is assigned definite paralegal tasks and responsibilities. Classroom instruction is arranged to support the field experience.
PREREQUISITES: Completion of LEGL 1300, 1320, 1330, 1350, 2380, and ENGL 1010, all with a “C” or higher. All students require permission of the program coordinator.
Hours: 120
Credits: (3)

Vocational/Career Program Designation: *Designated primarily for vocational / career programs
This course may be accepted as transfer credit by some colleges and universities, but that decision is made by the receiving institution. This course is collegiate level work, but it has been developed with a purpose other than being a university parallel course.

Former Course Descriptions (to Fall 2016)

LAW 101* Introduction to Law (3) This course provides an overview of the major principles and functions of our legal system and introduces students to various legal fields and special topics. Legal aspects of current topics are discussed to assist students in acquiring an appreciation of the dynamic role of law in our changing society. Legal vocabulary is emphasized, as well as an introduction into the work of the paralegal with regard to studied areas of law.

LAW 103* Ethics and Professionalism (2)
This course instructs legal professional on the local ethics rules, model ethics rules, and an overview of the legal profession including duties, responsibilities, employment settings and skills used.

LAW 104* Torts (3) The course presents a study of civil wrongs for which the victim may receive a remedy and emphasizes the role of the paralegal in tort litigation. An overview of tort law is provided, as well as an analysis of such matters as negligence, intentional torts, liability, misrepresentation, bad faith, malpractice, and various miscellaneous torts. PREREQUISITES: ENGL 1010, LAW 100, LAW 101 or permission of program coordinator.

LAW 105* Legal Research (3) Legal bibliography including codes, administrative regulations, reporters, digests, encyclopedias, citators, law reviews and treatises; analysis and synthesis of cases. PREREQUISITES: ENGL 1010, LAW 100, LAW 101 or permission of program coordinator.
LAW 106* Legal Writing (3) Legal Writing skills including precision and clarity, legal citation, and format; drafting of law office and trial memoranda, trial court brief, appellate brief, and abstracting depositions; analysis and synthesis of legal materials. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, LAW 105, or permission of program coordinator.

LAW 107* Criminal Law (3) Substantive aspects of criminal law including general principles of criminal liability, specific analysis of particular crimes; substantive defenses to crime. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

LAW 108* Evidence (2) The course teaches the Federal and Tennessee rules of evidence with added instruction on cases and practical application. Students learn how to lay a foundation, identify hearsay, and how to use other rules to present or admit evidence.

LAW 200* Family Law (3) Laws, procedures, and documents involved in domestic relations; breach of promise to marry; marriage; annulment; divorce; adoption; child custody/support. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

LAW 210* Civil Trial and Appellate Practice I (3) Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

LAW 211* Civil Trial and Appellate Practice II (3) Procedural law; preparation and use of pleadings and other documents involved in the trial and appeal of a civil action. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, LAW 210, or permission of program coordinator.

LAW 220* Business Organizations and Contracts (3) A study of various business entities as sole proprietorships, partnerships, corporations, and other business vehicles with emphasis on the role of the paralegal regarding their information, preparation of documents, etc. The course also includes a study of contract law and the work of the paralegal in that regard. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

LAW 231* Estates and Trusts (3) Effects of various types of ownership upon passage of property at owner death, with or without a will; administration, taxation of estates and inheritance; basic requirements for trusts, wills, guardianships, and conservatorships; administration of a decedent’s estate including income tax consequences; case analysis; preparation of necessary documents. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

LAW 245* Real Property (3) Freehold estates, concurrent ownership, leases, real estate contracts and deeds, recording system, title assurance, easements, lateral support, water rights, zoning, and eminent domain; practical aspects of conveyance from drafting of purchase and sale agreements to passing of papers; mechanics of title examining; preparation of documents for mortgages, foreclosures, recordings, and closings. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.
LAW 250* Administrative Law (3) This course introduces the field of administrative law by studying the structure and function of administrative agencies, as well as statutory procedures governing them. Emphasis will be given to delegation of governmental powers, due process considerations, agency rulemaking and record keeping activities. Agency hearing and decision making powers will also be reviewed. The role of the paralegal in the administrative process will be the focus of this study. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

LAW 260* Intellectual Property (3) Explains patent, trademark, service mark, copyright, and licensing concepts as well as forms and procedures. PREREQUISITES: ENGL 1010 and LAW 101, or permission of program coordinator.

LAW 261* Secured Transactions/Bankruptcy (3) Bankruptcy procedure including initial filing, meeting of creditors, adversarial proceedings and the final discharge hearing; operation of the automatic stay; adequate protection; conformation of a Chapter 13 Plan; Chapter 7 and Chapter 11 proceedings; debtor’s obligations and rights; secured and unsecured creditors priorities, preferences, fraudulent transfers. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.

LAW 276T* Special Topics in Law (1-4) Detailed study of a specific topic in law or paralegal studies. PREREQUISITES: ENGL 1010, LAW 100, LAW 101, or permission of program coordinator.
Section 2. Paralegal Studies Program Advisory Committee

Responsibilities/Activities of the Committee

Paralegal Studies Advisory Committee members assist the College in program development and enhancement, help to set both short and long-range program goals, and assist the College in better understanding and interpreting community and employer needs.

The duties of the Board, pursuant to the ABA Guidelines, involve assisting the Program Director and staff in:

- Advising regarding admissions standards for the selection of qualified students for the program.
- Assisting in securing competent instructors.
- Informing the program about changes and trends in the field.
- Assisting the program in assessing the job market and in exploring and developing career opportunities for paralegals.
- Publicizing the program and securing community cooperation and interest.
- Evaluating the adequacy of library resources.
- Assessing the effectiveness of the total program in terms of its curriculum and objectives, the needs of the legal community, and graduate performance.

The primary areas of committee emphasis and associated activities are:

Curriculum and Instruction

- review and suggest revisions to course content
- compare/contrast curriculum with the needs of the profession
- identify and explore use of new technologies
- advise on labor market needs and trends
- review, recommend, and assist in obtaining instructional materials

Program Review

- review and recommend program goals, objectives, and evaluative benchmarks
- participate in program evaluation
• compare student performance standards to business/industry standards
• assess, recommend, and/or provide equipment and facilities
• participate in annual and long-term program planning and development
• assist in identifying new clinical sites/intern sites/teaching locations
• assist in accreditation activities

Recruitment and Job Placement

• assist in recruiting new staff and potential students
• notify program faculty of area job opportunities for graduates
• provide or assist in obtaining cooperative work experiences, internships/externships, or service-based learning opportunities for students
• assist students in developing resumes and interviewing skills
• assist with career/job fairs and related activities
• assist in employment of graduates/program completers
• assist in conducting placement follow-ups with graduates and employers

Student Activities and Organizations

• sponsor activities in support of Paralegal student organizations
• support/encourage participation in Paralegal student organizations
• assist students with career development opportunities
• organize/conduct workplace tours

Graduate and Faculty Professional Development

• support faculty participation in retraining and back to-industry technical skill building
• identify and support professional development opportunities for faculty and graduates

Community/Public Relations

• recommend the program to employers, community, and the media
- participate in student and faculty recognition activities
- promote special College and program events
- assist in developing and implementing program marketing plans

Resources

- participate in annual review of program’s resource needs
- identify external sources of program funding and other levels of needed support
- provide tours and field trips, job shadowing experiences, and speakers
- leverage community resources and broker community partnerships
- assist in identifying and addressing special program needs (i.e., scholarships, equipment, supplies, external funding support for program expansion, etc.)

Evaluations

- participate in the annual evaluation processes regarding both program and advisory committee effectiveness; assist in the identification and implementation of any corrective and/or enhancement action plans
- participate in an annual review of graduate placement data, employer satisfaction survey results, and graduate licensure/certification results
**General Paralegal Studies Committee Information**

Meeting times: TBD  
Dates: TBD  
Location(s): TBD  
Special called meetings: Only when necessary

**Special Projects and Areas of Emphasis**

Internship Site Enhancement: Ongoing  
Graduation: December & May  
Program Ceremony: TBA
Section 3. General College Information

History

The establishment of a state community college at Gallatin involved the cooperative work of many civic leaders and citizens of Sumner County as well as State officials. A unified proposal for a college was presented by Robert L. Wendling, leading a Sumner County delegation, to the Tennessee Higher Education Commission in Nashville on September 11, 1967.

This local initiative anticipated future General Assembly action to authorize and appropriate funds. Upon the recommendation of State Education Commissioner J. H. Warf, Governor Buford Ellington presented the college legislation to the 1969 General Assembly, and it was adopted. Following this action, the Tennessee Higher Education Commission on June 2, 1969 authorized the State Board of Education to establish a community college in Sumner County.

Commissioner Warf and his staff members, T. Wesley Pickel and Hal R. Ramer, accompanied by THEC Chairman John R. Long, Jr., and THEC executive John Folger, visited Sumner County to inspect four prospective sites provided by the county. City and county civic leaders hosted the visit. On July 29, 1969, Commissioner Warf notified Sumner County Judge I. C. McMahan that a 100-acre tract bought the property from Louis Green, Sr., and deeded it to the State on December 4, 1969. In accordance with State Board of Education requirements, the County also provided $250,000 toward initial construction costs, the City of Gallatin agreed to extend utilities to the site, and the City and County agreed in perpetuity to protect surrounding land zoning and area environmental conditions compatible to a college, along with the provision of police and fire safety services.

On May 8, 1970, Dr. Hal Reed Ramer was elected by the State Board of Education as the founding president of the newly authorized college, effective July 1, 1970. For the preceding seven years, he had been assistant state commissioner for higher education. President Ramer proposed to the Board and Chairman Warf that the new college be named Volunteer State Community College, and this was approved by the board on July 2, 1970. Groundbreaking ceremonies for the first four buildings, Hardaway Construction Company, contractor, were held on November 5, 1970. Pending completion and occupancy of the initial campus facilities in early 1972, temporary operations were located in the Cordell Hull Hotel building in Gallatin. Utilizing the hotel and the educational facilities of several Gallatin churches, the College began instruction in the fall of 1971 with 581 students. In
1972, the General Assembly established the Tennessee Board of Regents as the governing board for the State University and Community College System, at which time the central control of the College transferred from the State Board of Education to the Regents System. On February 1, 2003 Dr. Warren R. Nichols became Volunteer State’s second President. Dr. Faulkner started as President in 2012.

The College has experienced phenomenal growth in enrollment, curricula, staff, program, public service, facilities, and quality, into this, the thirty-fourth year of its operation. The main campus of Volunteer State is now comprised of sixteen buildings. Numerous off-campus operations extend the College's instruction and public service roles throughout its multi-county area. Since its 1971 inception through the current academic year, more than one hundred thousand persons have attended the College.

**Statement of Mission**

Volunteer State Community College is a public, comprehensive community college offering associate degrees and technical certificates. The institution is committed to excellence in serving the citizens of northern Middle Tennessee. Volunteer State provides quality innovative educational programs; strengthens community and workforce partnerships; addresses the needs of a global society; promotes cultural and economic development; inspires lifelong learning and prepares students for successful careers, university transfer, and meaningful civic participation through the use of exemplary faculty and staff.

**Degrees**

The College offers Associate Degree career programs in business, early childhood education and allied health, plus university parallel programs in over 50 major areas.

- Associate of Applied Science-designed for job entry
- Associate of Arts-designed for transfer
- Associate of Science-designed for transfer

**Certificates**

The College offers a number of Technical Certificate programs specifically designed for job-entry skill development and workforce skill enhancement.
Vol State's Twelve County Service Area

- Main Campus, Gallatin
- Cohn Adult Learning Center
- Hunters Lane High School
- Livingston Center
- Macon County High School
- Madison Church of Christ
- McGavock Center
  - Robertson County
    - Lifelong Learning Center
- Wilson Central High School
  - And many more locations
  - offering specialty
  - career classes!
Section 4. Exhibits

**Program Faculty (Fall 2016)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Smith</td>
<td>Coordinator</td>
</tr>
<tr>
<td>Carrie Lowery</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Lee McDougal</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Maria Stewart</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Erin Stubbs</td>
<td>Adjunct Faculty</td>
</tr>
</tbody>
</table>
Committee Membership (16-17)

Ashley Bradley
The Glaser Firm PC
129 S Water Ave
Gallatin, TN 37066
(615) 426-3286
(615) 452-2121
Ashley@theglaserfirm.com

Allen Ehmling, Attorney
McClellan, Powers, Ehmling & Rogers, P.C.
116 Public Square
Gallatin, TN 37066
(615) 452-5872
slccooper@bellsouth.net

Dr. William Chaney
Headmaster
Davidson Academy
1414 Old Hickory Blvd.
Nashville, TN 37207
(615) 860-5302
bchaney@davidsonacademy.com

Amy Smith
Paralegal Coordinator
1480 Nashville, Pike
Gallatin, TN 37066
(615) 230-3786
amy.smith@volstate.edu

Phyllis Foley
Dean of Social Sciences & Education
1480 Nashville, Pike
Gallatin, TN 37066
(615) 230-4828
Phyllis.foley@volstate.edu

Lee McDougal, Attorney
Law Office of Lee McDougal, P.C.
639 Main Street, Ste. A-8
Hendersonville, TN 37075
(615) 482-7826
lee@mcdougallawfirm.com

Michele Mize
The Kelly Firm
629 East Main Street
Hendersonville, TN 37075
(615) 824-3703
Michele@kellyfirm.org

General Ray Whitley, Attorney
State of Tennessee
18th Judicial District
113 West Main Street
Gallatin, TN 37066
sumnerda18@gmail.com
lrwhitley@tndagc.org

Steven Graeter
c/o Deloitte
4022 Sells Drive
Hermitage, TN 37076
(931)209.5501
sgraeter@deloitte.com

Rachel Thomas
TN Attorney General
Civil Litigation & State Services
Nashville, TN
615.423.5124
615.741.8018
Rachelemily1382@gmail.com
Rachel.thomas@ag.tn.gov